

Joint Electronic Data Interchange Communications, Control & Security Functional Working Group (CCSFWG)

I. Background

In October 1993, the White House issued a memo on streamlining Federal Government procurement through Electronic Commerce (EC). This memo makes use of a National Information Infrastructure Task Force report that defines EC objectives, and the role that electronic data interchange (EDI) should play in this broad strategy. This report focuses on developing a government wide EC acquisition system that will enable vendors and the government to electronically exchange payments, quotes, purchase orders, notice of awards, and other business transaction items.

In January 1994, the Electronic Commerce Acquisition Team (ECAT) convened, co-chaired by the Department of Defense (DoD) and the General Services Administration (GSA). In April of 1994 a report on the direction that the DoD should go with regards to identification and development and/or selection of transaction sets that would support the overall goal of developing a DoD wide EDI capability for procurement was initiated. To support this new direction, the DoD EDI Standards Management Committee (EDISMC) was established under the hierarchy of the DoD Standards Coordinating Committee as the principal DoD forum for all DoD Information Technology (IT) issues that come under the EDI umbrella. In order to segregate the broad functionality's that fall within the definition of EDI, Functional Working Groups (FWG's) have been formed to address issues at a more technical level. This Working Group was established specifically to deal with those EDI standards issues that are related to Communications, Control, and Security aspects of EDI transactions of concern to DoD.

In April 1996, it was acknowledged that this Working Group was also serving to provide a forum for all Federal and non-DoD agencies and departments to participate in those EDI standards issues and development efforts that addressed cross-functional EDI areas. This charter, as approved by the Chair, Federal EDI Standards Management Coordinating Committee (FESMCC), and Chair, DoD EDISMC, formally recognizes this body as a joint Federal and DoD Functional Working Group.

II. Authority

As the Executive Agent for managing DoD Standards, the Defense Information Systems Agency (DISA) is responsible for ensuring standardization across joint service Information Technology systems, including Electronic Data Interchange systems and infrastructure. Under this authority, DISA has established the DoD EDI Standards Management Committee, and some subordinate Functional Working Groups. Other DoD Functional Working Groups are established by the applicable functional authorities. Those working level groups established by the DoD EDISMC derive their authority from the DoD EDISMC through an approved charter, and are responsible for development of Implementation Conventions (ICs) and other EDI standards according to the functional areas under consideration.

As approved by the Secretary of Commerce in FIPS 161-2, the Federal EDI Standards Management Coordinating Committee (FESMCC) was established to be the single activity responsible for managing and coordinating development of Federal Information processing standards that relate to Electronic Data Interchange, with the goal of supporting a single face for the Federal Government to its trading partners in the use of EDI. Under this authority, the FESMCC establishes Functional Work Groups to develop and approve Implementation Conventions and resolve other EDI standards related issues.

This Functional Working Group is established as a combined Federal/DoD functional working group, and derives its authority dually from both its parent bodies. It will support carrying out the responsibilities of both the FESMCC and DoD EDISMC through resolution of standards related issues that are based in the Communications, Control, and Security functionality's of EDI.

III. Purpose

The establishment of this Functional Working Group is a result of the need to provide a central, unified body that can address EDI related standards technical issues in a timely, problem solving manner. By providing a formal Functional Working Group, Federal Civilian Departments & Agencies and DoD Services & Agencies will have an issues resolution forum as well as a sanctioning body for acceptance of agreements that jointly involve the Federal and DoD communities. This Functional Working Group will serve dually under the DoD EDISMC and the FESMCC, and as such will derive its approval authority from, and be guided by, those bodies in a collaborative effort to deal with mutually applicable issues.

IV. Roles and Responsibilities

The Functional Working Group shall address specific EDI standards issues particular to the Communications, Control, or Security areas that support EDI transaction functionality. In this capacity, this Functional Working Group will work at the direction of, and report to, the EDISMC and FESMCC to assist in developing EDI Communications, Control, and Security standards, and providing functional positions, proposals and recommendations as required.

This Working Group will meet on a regular basis, as determined by the active membership, to resolve technical issues, develop standards, work in conjunction with other Federal and Commercial bodies that address like areas, and to make recommendations to the FESMCC and EDISMC as necessary. To accomplish these objectives, the Working Group will primarily be responsible for dealing with the following functional and technical areas of concern:

1. Control Transaction Sets and control structures (including Management and General Use Transaction Sets): Profiling existing control structures as needed, development of new control structures to meet DoD and Federal specific requirements, and network communications issues. This includes existing and emerging ANSI ASC X12 and UN/EDIFACT Control Transaction Sets and control segments, and management Transaction Sets that are of interest to more than one functional area. This Working Group will recommend rules, procedures and policies for using available management transaction sets and control structures.

2. **ANSI ASC X12 and UN/ EDIFACT Architectures:** Evaluating the scope, purpose, and direction of these architectures and how revisions impact the DoD EDI infrastructure and all Federal EDI business practices from a Communications/Control/Security perspective.

3. **Network/connectivity issues:** Consideration of any network issues as they impact the ability of the Department of Defense and Federal civilian networks to interconnect with each other, as well as third party networks.

4. **Security issues:** Review of and recommendations for any proposed security policies, implementation plans, or available security mechanisms that support EDI processes.

5. **Representation at Standards Bodies:** The Chair of this Functional Working Group will be responsible for representing DoD at ANSI ASC X12 meetings in the X12C (Communications) subcommittee and at the applicable UN/EDIFACT bodies on all EDI standards matters related to syntax for both batch and interactive transaction/message processing. This will include preparing or reviewing all recommendations for submission to these and any other standards bodies for those technical solutions that the Functional Working Group feels should affect nationally and internationally recognized standards. The Functional Working Group will also function as a clearing house for efforts ongoing in those bodies as they relate to communications, control, or security concerns within the Federal government.

V. Guidelines and Operating Procedures

To carry out the assigned responsibilities, the following guidelines and operating procedures for this Functional Working Group is set forth:

1. This Functional Working Group will function under a Chair and a Vice Chair. These will be selected by the Functional Working Group through a nomination process, followed by a vote by the members present. The nominations and vote for each will be a separate process; that is, nominations and a vote for the Chair will be made, followed by a call for nominations and vote for the Vice-Chair. In both cases, the candidate receiving a simple majority of the votes will be designated as the Chair or Vice-Chair. These selections will be subject to approval by the Chairs of the FESMCC and DoD EDISMC.

2. All Federal Civilian Agencies and Departments, and DoD Services and Agencies are candidates for participating in this Functional Working Group. Formal recognition of any constituent component of a Service, Agency, or Department for the purpose of determination that the component is eligible to vote as a separate and distinct entity from any other, will be made by the membership of this Functional Working Group. Appeals to membership determinations by the Functional Working Group will be forwarded to the Chairs of the FESMCC and DoD EDISMC, as applicable, for resolution. Member agencies and components shall designate, in writing to the Chair, a principal representative and alternate for voting purposes, and may provide additional, non-voting representatives for the purpose of providing technical expertise, experience, or other knowledge that can add value to the deliberation of issues at hand.

3. It is expected that those Services and Agencies that express interest in a particular issue or

set of issues before this Functional Working Group will support active participation at the sessions which will address those issues. Therefore, active membership is defined as physical participation at any formal, scheduled session of this Functional Working Group. Under this definition, all active members will have equal voting rights, with each recognized Service, Agency, or component thereof eligible to cast one vote. Voting eligibility will not be dependent on any entity having formal representation at either of the two parent bodies. Electronic voting will be conducted to ensure any recommendations or proposals deliberated on at a session are fully staffed through all appropriate avenues.

4. For individual components that were not present at the session during which specific issues were deliberated, and for which an electronic vote process is used, any component will be provided the opportunity to vote electronically on outstanding issues. Any negative electronic votes thus received from such Services and Agencies, or components thereof, that were not present at the session during which the issues were discussed, will be considered by the Chair provided they include specific technical or operational considerations why the proposal or recommendation should not be accepted.

5. In the event, based on the determination of the Chair, there arises a situation where either Federal Civilian or DoD activities feel this single vote per component approach will not provide clear resolution regarding the issue at hand, the Chair may initiate a two-stage voting process, with all the DoD Services and Agencies voting first to determine the DoD position which will be considered the DoD vote in a second vote by all Federal Civilian Agencies (thereby replicating the voting process of the FESMCC). This will ensure equal weighting in any contentious voting situations.

6. Active members will be expected to provide technical level expertise to facilitate resolution of issues which come before the Functional Working Group. Additionally, all members may bring issues and concerns to the attention of the Functional Working Group for consideration as items requiring action by the Functional Working Group. Any member may bring such issues to the fore by requesting their inclusion as formal agenda items prior to the session, or when called for by the Chair during an active session.

7. The formal recommendations and technical proposals agreed to by this Functional Working Group will be formally submitted to both the FESMCC and DoD EDISMC for concurrent staffing and approval.

VI. Periodic Review

All parties will review this charter at least annually to assess the need for, and to make necessary revisions, additions, clarifications, or deletions.

Approved: _____
Chair, DoD EDI Standards Management Committee [Date]

Approved: _____
Chair, Federal EDI Standards Management Coordinating Committee [Date]